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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.

INSTRUCTIONS FOR USE OF NER OFFICE FORM NO. 55 - COUNTY OFFICE RECORD  
1938 Agricultural Conservation Program

NER Office Record Form No. 55 (County Office Record Form) is designed for use in county offices for keeping the necessary record of procedure in 1938 during the process of checking performance through receipt of payments. The use of this form is not required but is recommended for all county offices where its purpose is not more effectively served by other methods.

This form, properly kept, will show the status of the procedure at any given time concerning every farm for which a work sheet is filed, thus constituting an aid in determining the next step in procedure and a quick and easy source of information for making progress reports. No searching of files and miscellaneous lists is necessary to determine whether certain reports of performance or applications are complete or payment received.

Columns 1 and 2 - List each work sheet by name and number, alphabetically (or numerically if numbering system permits) by townships thus permitting rapid identification by either name or number as the case may be and as a group will show the status of procedure for the town as a whole.

Column 3 - Record the date memorandum carrying notice of acreage allotments and prospective payments is mailed to the producer.

Column 4 - As soon as the date is known when performance on each farm may be checked, record the date in Column 4.

Column 5 - If a complete check is not made on the first visit by the supervisor, indicate a second date in Column 5.

Columns 6, 7, 8, 9, and 10 are for recording the dates when work sheets and related forms are taken from and returned to the office and the initials of the supervisor concerned. Check the date recorded in columns 8 or 9 as the case may be, to indicate that the report of performance is complete.

Column 11 - Is for initials of the person approving report of performance as ready for the preparation of applications.

Column 12 - Record any other special information as desired.

Columns 13, 14, 15, and 16 are for recording the dates when applications are sent to the producer for signature and returned by him the first time, and the second, if necessary. If the signature of the producer is obtained other than by mailing from the office, alter the headings of columns 13 to 16 in accordance with the method used.

Columns 17, 18, 19, and 20 are for recording dates when applications are sent to and returned by the supervisor and committeeman, respectively. If applications are signed in the office by the supervisor or committeeman only the date signed need be listed in the column selected.

Columns 21 to 35 are self-explanatory and for recording of dates in the progress of each case through actual receipt.

*A. W. Manchester*

A. W. Manchester,  
Director, Northeast Division.